

**COMMONWEALTH OF VIRGINIA
PROJECT CHARTER**

PROJECT IDENTIFICATION

Project Name: _____ **Date:** _____

Agency: _____ **Agency Contact:** _____

Project Manager: _____

APPROVER INFORMATION

Approver Name: _____ **Role:** _____

Action: Approve: ☐ Reject: ☐

Approver Comments: _____

Approver Signature: _____

Date: _____

**COMMONWEALTH OF VIRGINIA
PROJECT CHARTER**

PROJECT DESCRIPTION

Project Background:

Project Objective:

Critical Success Factors:

Constraints:

Project Authority: